



# CITY OF ATLANTA

## Job Announcement

### FINANCIAL ANALYST, SENIOR

**STARTING SALARY: \$41,846**

**Salary Grade: 21**

**Applications Accepted From: June 6, 2005 until June 17, 2005**

#### **Minimum Job Requirements\***

Persons applying must have graduated from an accredited college or university with a bachelor's degree in accounting, finance, business/public administration or a related field; Masters degree or CPA preferred, and have three (3) years of progressively responsible experience in accounting, financial analysis, or fiscal control. Thorough knowledge of the principles and practices of accounting and ORACLE applications. Equivalent combination of training and experience will be determined under prescribed guidelines.

#### **Duties of the Job:**

This employee analyzes revenues, expenditures, balance sheet, income statement and debt service information. Other responsibilities include: financial forecasting, ratio analysis, PFC and grant reporting; balance scorecard preparation, external audit preparations and budgetary analysis; reviews financial proposals; methods and other analytical and financial studies; prepares detailed reports and findings and recommends changes which will affect improved efficiency and quality of services; assists in investment and other economic analyses; may supervise other staff as assigned; etc.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303-0306.

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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UNCLASSIFIED POSITION: APPLICANTS WHO MEET THE ABOVE REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.

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**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

**PERSONS MUST ALSO SUCCESSFULLY UNDERGO A FEDERAL BUREAU OF INVESTIGATIONS FINGERPRINT BASED CRIMINAL HISTORY RECORDS CHECK PRIOR TO ASSUMING THIS POSITION.**

**POSITIONS MAY ALSO HAVE TO OBTAIN PRIOR TO AND MAINTAIN SECURITY CLEARANCE.**

**\* Verification required prior to appointment.**